

PPM 482

SHELTERED PLACEMENT REVIEW

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GENERAL REQUIREMENTS

482.01 SHELTERED PLACEMENT REVIEW REQUIREMENT

(1) The assigned Vocational Rehabilitation Counselor or other qualified professional employed by the Vocational Rehabilitation Program must assure that an annual review and reevaluation is conducted in accordance with the requirements described in this chapter for each individual with a disability who has received services from the program and:

(A) whose record of services is closed with the individual in sheltered work on the basis that the individual—

(1) is unable to achieve an integrated employment outcome meeting program requirements, or

(2) has made an informed choice to remain in sheltered work;
or

(B) has achieved any other employment outcome in which the individual is compensated in accordance with section 14(c) of the Fair Labor Standards Act, as amended (i.e., is compensated at less than minimum wage under a wage certificate in accordance with section 14(c)).

(2) For each individual described in paragraph (1) of this section for whom a sheltered placement review must be conducted, the review must be scheduled and conducted by the assigned Vocational Rehabilitation Counselor or another qualified professional employed by the Vocational Rehabilitation Program for two years after the individual's record of services is closed (and thereafter if requested by the individual or, if applicable, the individual's representative).

[REQUIRED PRACTICE. A review of sheltered placement must be conducted, if applicable, for each of the first two years following closure of the individual's record of services. Only thereafter is the review optional and conducted only at the request of the individual or the individual's representative.]

482.02 PURPOSE OF THE REVIEW

The purpose of the sheltered placement review is to determine the individual's interest and capacity for transitioning from sheltered work into integrated competitive employment and for applying for vocational rehabilitation services to prepare for, secure, and maintain an employment outcome meeting program requirements.

482.03 INFORMATION USED AS THE BASIS FOR THE REVIEW

As appropriate and necessary to complete the review process, each review must be based on:

- (1) a review of existing information, including information available from the previously closed record of services;
- (2) additional information that can be provided by the individual and, if appropriate, by the family of the individual;
- (3) information available from qualified officials of other programs that serve individuals with disabilities, especially progress and performance information available from the sheltered services providers; and

- (4) the direct observations of the Vocational Rehabilitation Counselor.

[REQUIRED PRACTICE. Diagnostic and evaluation services cannot be purchased with program funds for the review of sheltered work (since the individual is not a current applicant or eligible individual at the time of the review and the record of services will have been closed); hence, the review must be based on information secured or developed at no cost to the program during the review process. If a review of the information obtained demonstrates that the individual may now be able to move from sheltered work to an allowable employment outcome and thereby benefit in terms of employment from the provision of VR services, he or she should be advised to apply for services, where any diagnostic and evaluation services required may be purchased, if necessary, under an assessment for determining eligibility and priority for services, as described in PPM chapter 420.]

482.04 NOTIFICATION REQUIREMENT

Each individual who has received vocational rehabilitation services but has exited the Vocational Rehabilitation Program in sheltered work must be notified, in writing supplemented in the language, alternative format, or other appropriate mode of communication, regarding the scheduling of the sheltered placement reviews required by this chapter.

[REQUIRED PRACTICE. A review date within 12 months of the date of closure or the most recently completed review must be scheduled, the review must be conducted, as scheduled, and the individual must be advised regarding the outcome of the review process.]

482.05 TIMELINESS GUIDELINE

The initial review must be scheduled and conducted within a period of time not more than 12 calendar months of the date of closure, and must be completed within 30 calendar days of its initiation.

CONDUCT OF THE SHELTERED PLACEMENT REVIEW

482.06 CONDUCT OF THE REVIEW

- (1) The sheltered placement review must:

(A) provide the individual (and, as applicable, the individual's representative) with an opportunity for meaningful participation in the review process;

(B) be of sufficient scope and duration to determine if the individual is interested in and capable of transitioning from sheltered work into integrated competitive employment (including supported employment); and

(C) result in documentation in the individual's record of services which demonstrates that the required review has been conducted and describes the participation of the individual (or, if applicable, the individual's representative) in the review and the outcome of the review process.

(2) The review process must also inform the individual that:

(A) the purpose of vocational rehabilitation services is to assist individuals in the achievement of employment in integrated settings; and

(B) vocational rehabilitation services can be provided in segregated settings only in exceptional circumstances for the purpose of preparing for employment in an integrated setting.

[REQUIRED PRACTICE. Vocational rehabilitation services cannot be provided to prepare for, secure, or maintain sheltered work.]

(3) If the outcome of the review process is application for vocational rehabilitation services and a determination that the individual is eligible for program participation, the Individualized Plan for Employment (IPE) developed for the individual must provide for the maximum efforts (including identifying and providing, as appropriate and needed, assistive technology and other vocational rehabilitation services, reasonable accommodations, and other supports) necessary to assist the individual's transition from sheltered work into a competitive employment outcome.

RECORD OF SERVICES DOCUMENTATION REQUIREMENTS

482.07 RECORD OF SERVICES CONTENT REQUIREMENTS

The record of services of the individual must include, as applicable to each individual:

(1) information demonstrating that the notification required in accordance with section 482.04 of this chapter was provided;

(2) a signed statement of the individual (or, as applicable, of the individual's representative) acknowledging that any required review was scheduled and conducted in accordance with the requirements of sections 482.05 and 482.06 of this chapter; and

(3) the outcome of any reviews completed.

482.08 INFORMATION TECHNOLOGY SYSTEM COMPLIANCE

All required information, data, and documents must be incorporated into and maintained in the record of services for the individual in a manner consistent with Indiana Rehabilitation Information System (IRIS) requirements.

[AUTHORITY: 34 CFR 361.37; 361.47; 361.55(e).]

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